

Missouri Department of Elementary and Secondary Education

Trade, Industrial, and Health Sciences Education Teacher Certification Guidelines and Procedures

Initial Certification Requirements:

Individuals who will be recommended for Missouri vocational teacher certification for teaching full time in a Department-approved trade, industrial, or health sciences education program must:

1. be employed in a Department-approved full-time program.
2. provide verification of a minimum of three years (6,000 hours) of direct occupational experience (specific to the requested certification area) within the most recent ten years. A Baccalaureate Degree or Associates Degree from an accredited institution with a major in the area to be taught may be considered as meeting one year (2,000 hours) of the employment requirement.
3. provide documentation of current professional licensure if wishing to teach in a licensed occupation program.

Initial V1 (two-year) Certificate Application Process (Application required)

Candidates must submit the following:

1. Completed **V1 Application** (<http://www.dese.state.mo.us/divvoted/voc-techedu/application.pdf>).
2. Higher Education Transcripts if requesting credit towards V2 certificate requirements/individual deficiencies (photocopies accepted).
3. Criminal History Background Check Packet (two sets of completed fingerprint cards).
4. Bank draft (cashier's check, certified check) or money order for \$22.00 made payable to "Treasurer - State of Missouri" must accompany criminal history background check packet.
5. Notarized photocopy of current valid driver's license or voter registration card.
6. Bank draft (cashier's check, certified check) or money order for \$25.00 made payable to "Treasurer - State of Missouri" for all **out-of-state applicants**.

V1 (two-year) Renewal Certificate Application Process (Application required)

The V1 vocational teaching certificate may be renewed two times, for a maximum of six years, during which time an instructor must meet the requirements for the initial V2 (five-year) vocational teaching certificate.

Candidates must submit the following for each two-year renewal period:

1. Completed **V1 Renewal Application** (<http://www.dese.state.mo.us/divvoted/industrialed>).
2. Higher Education Transcripts to verify "evidence of progress" (See note below.) towards V2 course requirements (photocopies accepted).
3. Verification of attendance at one professional vocational education conference (completion certificates required).

❖ Note regarding "Evidence of Progress" towards the V2 certificate:

- During the initial two-year period, the candidate must successfully complete:
 - *New Teacher Institute* (required for all new trade, industrial, and health sciences instructors certificated after November 30, 2000. Contact the Director of IE for possible exemptions.)
 - *Selection and Organization of Subject Matter* (Curriculum Development course)
 - *Principles of Teaching Industrial Subjects* (Methods of Teaching course)
- During the second V1 renewal period, the candidate must successfully complete a minimum of six credit hours of coursework.
- During the third V1 renewal period, the candidate must successfully complete all of the remaining coursework requirements towards the V2 certificate.

Initial V2 (five-year) Certificate Application Process (Application required)

Application for the V2 certificate must be made when all requirements have been met. Requirements for V2 certification must be completed by the end of the sixth year (three, two-year certificates) of the V1 vocational teaching certificate.

Candidates must submit the following:

1. Completed **Initial V2 Application** (<http://www.dese.state.mo.us/divvoted/industrial>).
2. Evidence of completion (transcripts/grade cards) of 20 hours of coursework:
 - a. Minimum of eight (8) hours of vocational coursework to include *Selection and Organization of Subject Matter* (Curriculum Development), and *Principles of Teaching Industrial Subjects* (Methods of Teaching). For those instructors certificated after November 30, 2000, the *Missouri New Teacher Institute* is also required.
 - b. The remaining twelve (12) hours of coursework required for the V2 certificate may be either professional vocational education coursework (from the list below) **or** general education coursework (successfully completed from any accredited institution of Higher Education) in the areas of Speech, English, English Composition, Mathematics, Economics, or Missouri Applied Academics.

Approved professional vocational education courses include (but are not limited to):

- Vocational Guidance
- Occupational Analysis
- Foundations of Adult Education
- Philosophy of Vocational Education
- Principles of Cooperative Vocational Education
- Vocational Education for Handicapped
- Topics of Vocational Teaching Procedures (New Teacher Institute)
- Measurement and Evaluation
- Courses and workshops which have prior approval of the MODESE Industrial Education Section

Effective September 1, 1999: Any general education course that meets the requirements of a two- or four-year degree may meet initial V2 certification requirements. NOTE: Prerequisite courses that do not meet the requirements of a two- or four-year degree will not count towards initial five-year certification. For information on whether a specific course meets these requirements, contact the Director of Industrial Education.

V2 (five-year) Renewal Certificate Application Process (Application required)

Candidates must submit the following for each five-year renewal period:

1. Completed V2 Renewal Application (<http://www.dese.state.mo.us/divvoted/industrial>).
2. **Proof of attendance and participation at professional vocational education conferences:**
Copies of name badges from a minimum of three professional vocational education conferences within the five-year renewal period must be submitted. When using Missouri ACTE (and effective with the 1998 Missouri ACTE Summer Conference), the professional development certificate plus actual name badges (photocopies accepted) must be submitted with the renewal application. Registration receipts will not count toward proof of attendance.
3. Either a. or b.
 - a. **Higher Education Coursework:** Submit an official grade report or transcript for a minimum of three credit hours of coursework (relating to the candidate's teaching area) from an accredited institution completed within the renewal period (photocopies accepted),
 - b. **Technical Workshops -- Total of 65 contact hours (6.5 CEUs):** Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught.
4. Either a. or b.
 - a. **Occupational Experience--Minimum of 320 clock hours per V2 renewal period:** Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work. This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program.
 - *NOTE Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.*
 - *NOTE Regarding Health Sciences and Apprenticeship-based Instructors: If utilizing "clinical" or 12-month Apprenticeship program instruction for Occupational Experience, submit a letter signed by the Vocational Director or Coordinator documenting these hours. Clinical training hours are considered to be hours participating in patient care and Apprenticeship training hours are considered to be hours at the jobsite, not hours used to complete didactic/administrative duties.*
 - b. **Occupational Survey:** Submit a report that is consistent with the Department's *Guidelines for Completing a Community Survey*. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).